## FORM S(3): SUBDIVISION - D.R.B. MEETING (UNADVERTISED) OR INTERNAL ROUTING ☐ SKETCH PLAT REVIEW AND COMMENT. YOUR ATTENDANCE IS REQUIRED. Scale drawing of the proposed subdivision plat (folded to fit into an 8.5" by 14" pocket) 6 copies for unadvertised meetings. Sketches are not reviewed through internal routing. Site sketch with measurements showing structures, parking, Bldg. setbacks, adjacent rights-of-way and street improvements, etcetera, if there is any existing land use (folded to fit into an 8.5" by 14" pocket) 6 copies. Zone Atlas map with the entire property(ies) precisely and clearly outlined and crosshatched (to be photocopied) Letter briefly describing, explaining, and justifying the request Any original and/or related file numbers are listed on the cover application ■ MAJOR SUBDIVISION EXTENSION OF PRELIMINARY PLAT Your attendance is required. Preliminary Plat reduced to 8.5" x 11" Zone Atlas map with the entire property(ies) precisely and clearly outlined and crosshatched (to be photocopied) Letter briefly describing, explaining, and justifying the request Copy of previous D.R.B. approved infrastructure list Copy of the LATEST Official D.R.B. Notice of approval for Preliminary Plat Extension request Any original and/or related file numbers are listed on the cover application Extensions are not reviewed through internal routing. Extension of preliminary plat approval expires after one year. ■ MAJOR SUBDIVISION FINAL PLAT APPROVAL Your attendance is required. Proposed Final Plat (folded to fit into an 8.5" by 14" pocket) 6 copies for unadvertised meetings, 4 copies for internal routing. Design elevations & cross sections of perimeter walls 3 copies Zone Atlas map with the entire property(ies) precisely and clearly outlined and crosshatched (to be photocopied) Original Mylar drawing of the proposed plat for internal routing only. Otherwise, bring Mylar to meeting. Property owner's and City Surveyor's signatures on the Mylar drawing SIA financial guaranty verification Landfill disclosure and EHD signature line on the Mylar drawing if property is within a landfill buffer Any original and/or related file numbers are listed on the cover application DXF FILE AND HARD COPY OF FINAL PLAT DATA FOR AGIS IS REQUIRED. ■ MINOR SUBDIVISION PRELIMINARY / FINAL PLAT APPROVAL Your attendance is required. Proposed Preliminary / Final Plat (folded to fit into an 8.5" by 14" pocket) 6 copies for unadvertised meetings, copies for internal routing. Site sketch with measurements showing structures, parking, Bldg. setbacks, adjacent rights-of-way and street improvements, etcetera, if there is any existing land use (folded to fit into an 8.5" by 14" pocket) 6 copies. Zone Atlas map with the entire property(ies) precisely and clearly outlined and crosshatched (to be photocopied) Letter briefly describing, explaining, and justifying the request Original Mylar drawing of the proposed plat for internal routing only. Otherwise, bring Mylar to meeting. Property owner's and City Surveyor's signatures on the Mylar drawing Landfill disclosure and EHD signature line on the Mylar drawing if property is within a landfill buffer Fee (see schedule) \_\_\_ Any original and/or related file numbers are listed on the cover application Infrastructure list if required (verify with DRB Engineer) NO INTERNAL ROUTING DXF FILE AND HARD COPY OF FINAL PLAT DATA FOR AGIS IS REQUIRED. ☐ AMENDMENT TO PRELIMINARY PLAT (with minor changes) Your attendance is required. ☐ AMENDMENT TO INFRASTRUCTURE LIST (with minor changes) ☐ AMENDMENT TO GRADING PLAN (with minor changes) PLEASE NOTE: There are no clear distinctions between significant and minor changes with regard to subdivision amendments. Significant changes are those deemed by the DRB to require public notice and public hearing. Proposed Amended Preliminary Plat, Infrastructure List, and/or Grading Plan (folded to fit into an 8.5" by 14" pocket) 6 copies for unadvertised meetings. Original Preliminary Plat, Infrastructure List, and/or Grading Plan (folded to fit into an 8.5" by 14" pocket) 6 copies for unadvertised meetings Zone Atlas map with the entire property(ies) precisely and clearly outlined and crosshatched (to be photocopied) Letter briefly describing, explaining, and justifying the request Original Mylar drawing of the proposed amended plat for internal routing only. Otherwise, bring Mylar to meeting. Property owner's and City Surveyor's signatures on the Mylar drawing, if the plat is being amended Any original and/or related file numbers are listed on the cover application Amended preliminary plat approval expires after one year I, the applicant, acknowledge that any information required but not submitted with this application will Applicant name (print) likely result in deferral of actions. Applicant signature / date Form revised 3/03, 8/03, 11/03 & **8/04** ☐ Checklists complete Application case numbers ☐ Fees collected Planner signature / date ☐ Case #s assigned

Project #

☐ Related #s listed